Creating Views

Views use the presentation capabilities of the CEDARS Reporting System to look at results of Analyses in meaningful, intuitive ways. A variety of views can be added to Analyses, such as graphs and pivot tables that may allow the user to drill down to more detailed information.

This Quick Reference assumes the reader knows how to:	**This Quick Reference may also be used with:**
• Register for the CEDARS Reporting System	• Working with Filters and Prompts
• Log in	• Saving Contents
• Create an Analysis	
• View Results	

Adding Views

Notice the `Selection` pane contains a `Views` section. When the result of a new Analysis is displayed, by default a `Title` view and a `Table` view are created.
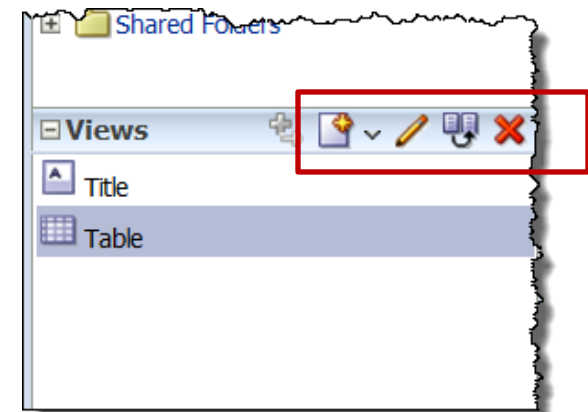
1. From the Results tab, click the `New View` menu.

> *Note:* The New View menu is located in the `Views` section of the Selection pane and above the `Compound Layout` workspace. Views may be added and/or edited from either area.

For the purposes of this Quick Reference Guide, the following columns were added from the Subject Area `Student Data`:

Facts > Most Recent Student Information Per LEA > `#Of Unique Students`
Facts > Most Recent Student Information Per LEA > Gender
Common Dimensions > School Information > `School Name`
Common Dimensions > Time > `Reporting Year`

The column `Reporting Year` was filtered, using the Value of `2009–2010`.

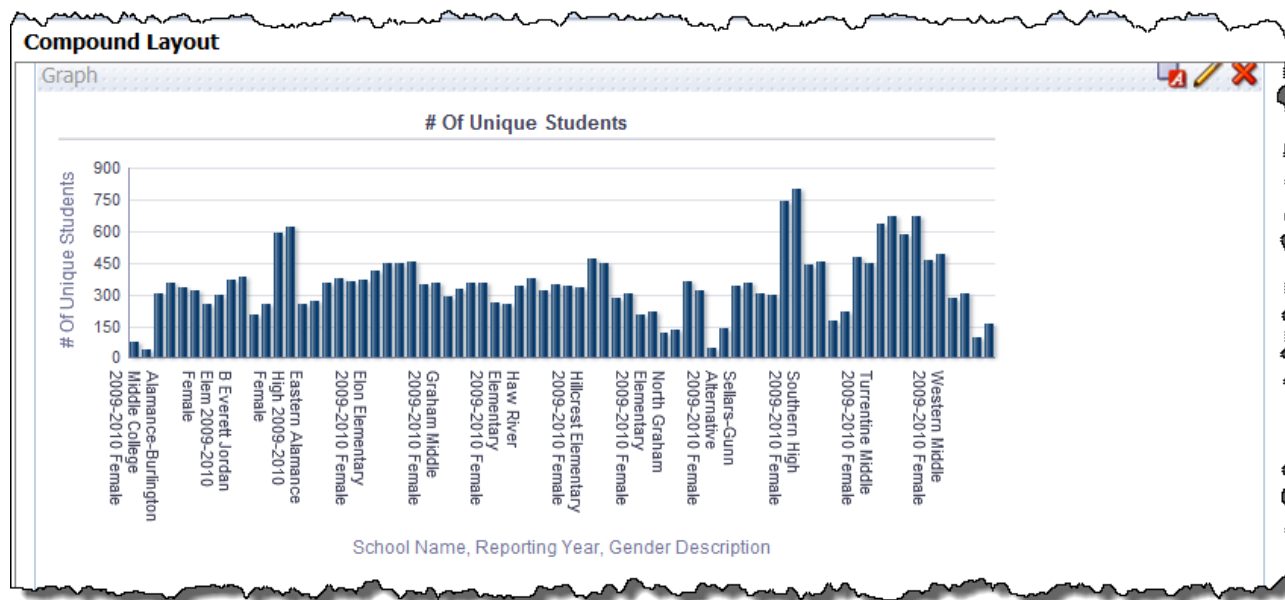**2.** From the **New View** menu, make the appropriate selection.
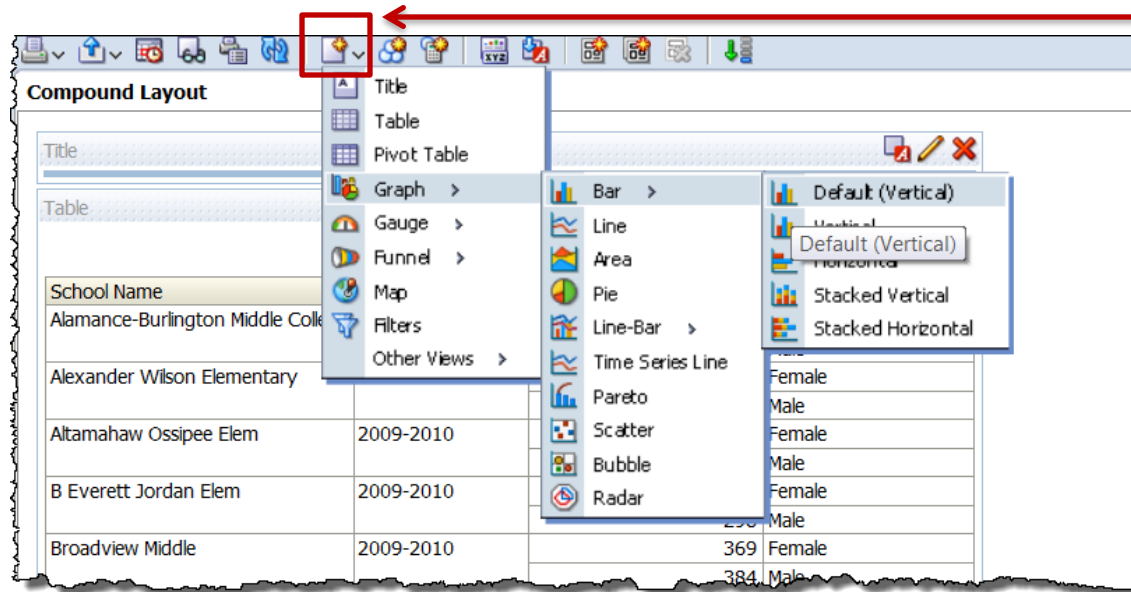
The New View menu is located in the **Views** section of the Selection pane and above the **Compound Layout** workspace. Views may be added and/or edited from either area.
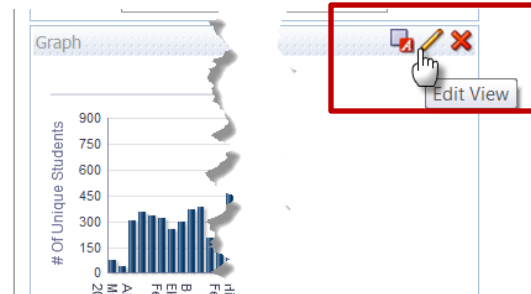
The selection is added to the bottom of the **Compound Layout** pane.

Editing a View

Each View may be edited individually. New columns of information may be added and new filters applied.

1. To edit the View, click the **Edit View** icon.

The **Layout** section of the workspace opens. Use this section to specify the layout of data in data views (graphs, gauges, funnel graphs, pivot tables, and tables).

2. Make the applicable changes, click **Done**.

Note: If columns are added from the Criteria tab after results have been run the first time, the column will be excluded from the Compound Layout view and must be moved from the Excluded section to the appropriate location.
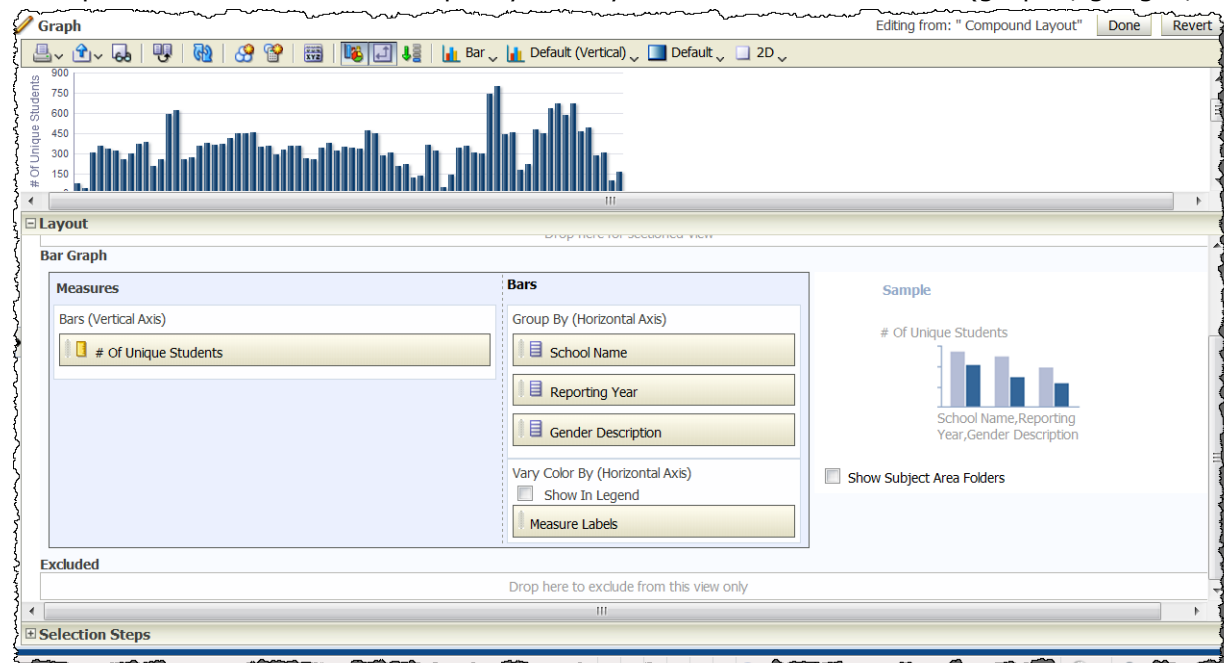
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